

STATE OF DELAWARE
DEPARTMENT OF FINANCE
OFFICE OF UNCLAIMED PROPERTY

ESCHEAT HANDBOOK
INSTRUCTIONS FOR PREPARING
UNCLAIMED PROPERTY REPORTS

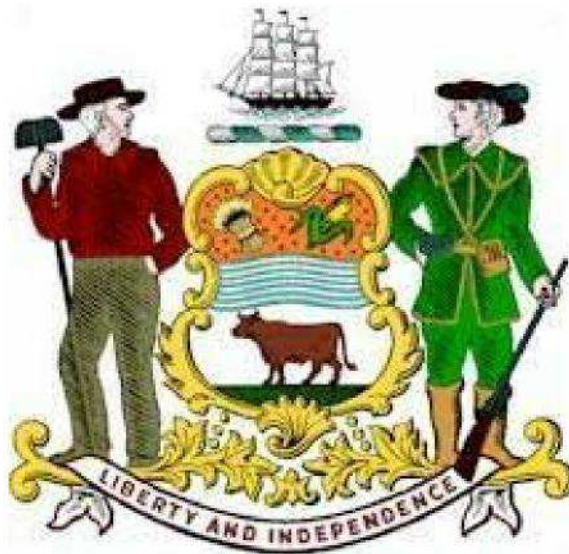


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CONTACT INFORMATION

Mailing Address:

Delaware Department of Finance
Office of Unclaimed Property
8th Floor
820 North French Street
Wilmington, DE 19801

Phone Number:

302-577-8782

Fax Number:

302-577-7179

E-Mail:

Escheat.holderquestions@state.de.us

Website:

<http://revenue.delaware.gov/unclaimedproperty.shtml>

GENERAL INFORMATION

PREPARING ABANDONED AND UNCLAIMED PROPERTY REPORT

Who Must Report

- *Financial Institutions:* Any bank, bank and trust company, trust company, savings bank, private bank, credit union, building and loan, and savings and loan association, must report. Both state and federally chartered institutions are required to report. (12 Del Code, Chapter 11, Section 1130)
- *Life Insurance Company:* All moneys held and owing by any life insurance company doing business in this state which shall have remained unclaimed and unpaid for five (5) years or more. (12 Del Code, Chapter 11, Section 1181)
- *Corporation and other business entities:* A post office, a depository, a bailee, a trustee, a receiver or other liquidating officer, a fiduciary, a governmental department, institution or agency, a municipal corporation and the fiscal officers thereof, a public utility, service corporation and every other legal entity incorporated or created under the laws of this state or doing business in this state. (12 Del Code, Chapter 11, Section 1198,(7))
- *Financial Intermediaries:* The Delaware Escheats Law requires financial intermediaries to report and remit distributions for unknown owners on March 1 of each year. Section 1198 (3) defines distributions held by financial intermediaries for unknown owners as “Dividends, interest, stock and other distributions made by issuers of securities which are held by financial intermediaries (including, by the way of example and not limitation, banks, transfer agents, brokers, and other depositories) for the beneficial owners whose identities are unknown.”

While Section § 1199(c) specifically exempts municipal corporations, counties, and their respective fiscal officers from filing annual reports of abandoned property as would otherwise be required under Section 1198; Section 1199(c) does not exempt the same entities from remitting to the State abandoned property for which the appropriate period of dormancy has run.

When to Report and Remit Payment

Holder Type	Period Ending	Preliminary Report Due*	Final Report and Payment Due
Corporations	12/31	N/A	3/1
Financial Institutions	6/30	N/A	11/10
Financial Intermediaries	12/31	N/A	3/1
Life Insurance Companies	12/31	N/A	12/20
Courts	12/31	N/A	4/10

*Senate Bill 272 passed during the 145th General Assembly eliminated preliminary reporting requirements for financial institutions and life insurance companies.

Reporting Requirements

- *AP-1 (report verification)*: is required and must be provided by all Holders. The AP-1 must be completed, and contain an authorized, notarized signature affirming its contents. Packages with missing AP-1 forms, incomplete AP-1 forms or AP-1 forms that contain different information than that in the electronic report will be rejected.
- *AP-2 (owner detail)*: is used to report owner information and other required detail in lieu of an electronic owner report. AP-2 forms are only to be used to report property with less than 10 owners and are **required** when filing a paper report. **The March 1, 2015 reporting deadline will be the last year paper reports will be accepted. Beginning with the November 10, 2015 reporting deadline, all reports must be in electronic format. If a paper report is received, it will be rejected.**

The AP-1 and AP-2 forms can be downloaded from the Division of Revenue's website:

http://revenue.delaware.gov/unprop/unprop_holders.shtml

Detailed instructions on how to fill out both of these forms can be found below on pages 18-22.

Currently, Delaware offers two methods of filing Unclaimed Property Reports – electronic and paper. The March 1, 2015 reporting deadline will be the last year paper reports are accepted. Reports filed for the November 10, 2015 deadline and forward **MUST** be in electronic format. Any paper report filed beginning with the November 10, 2015 deadline will be sent back to the holder to create an electronic report.

Electronic Reporting

Holders are required to electronically file reports, in NAUPA format, when the owner count is greater than 10. All electronic filings must be accompanied by a hard copy AP-1 form, and any supplemental owner details. It is recommended that you update your software annually for any updates prior to beginning your reporting process.

- *Software:* Holders may download free software to create electronic reports from two sources.
 - The National Association of Unclaimed Property Administrators (NAUPA) has endorsed the “UPExchange” software which can be downloaded from the following website:

www.unclaimed.org/reporting

Follow the links to UPExchange where you can register for an account.

- Holders may also download free software and a User’s Manual from the following website:

www.wagers.net

From the main page, click on the icon “HRS Pro (Holder Reporting System)” and follow the instructions to download.

- *Submission:* Once you have created your electronic file we request that you encrypt the file using a ‘ZIP’ format with encryption strength of at least 256 bits, such as AES-256, and send the password for the files separately from the Holder Reports.
 - Passwords should be sufficiently complex and can be emailed to:

escheat.holderquestions@state.de.us
 - Encrypted electronic reports (separately from passwords) can also be emailed to:

escheat.holderquestions@state.de.us
 - Encrypted electronic reports can also be submitted with the required forms via CD or flash drive and mailed to:

Delaware Department of Finance
Office of Unclaimed Property
8th Floor
820 North French St
Wilmington, DE, 19801

- See pages 23-26 for cash and securities remittance or transfer instructions.
- CDs or flash drive should be clearly labeled with the holder name, Federal EIN as well as the names of each file contained therein.
- If reporting more than one company, please assign a separate file name for each.

All electronic filings must be accompanied by the paper AP-1 form, hard-copy documentation of owner details and securities statements (if remitting equity property).

NAUPA II Format Reporting Requirements

- *Errors:* The following errors will cause your report to be rejected and a new NAUPA file will be required before your report is accepted. Other errors may also cause your file to be rejected.
 1. The Owner Last Name starts with a space
 2. The Owner Last Name is missing (use 'UNKNOWN' if name is not known)
 3. The Starting Transaction Date missing or in invalid format
 4. The Owner Relationship code is missing or invalid
 5. The Owner Type Code is empty or invalid
 6. The Property Type Code is empty or invalid
 7. The Deduction Code is empty, and a deduction amount is included in the property record
 8. The Addition Code is empty, and an addition amount is included in the property record
 9. Shares are reported on the property record, and the CUSIP is not a valid securities CUSIP
 10. The Summary record counts and summary values do not match the detailed property counts and values
 11. The shares remitted in the NAUPA file do not match the actual shares remitted to the state
- *Date of Last Contact:* The Date of Last Contact is a required element and should be populated into the 'Starting Transaction Date' field. The date that should be entered into this field is the last account holder generated activity recorded in the account. If the property being reported is a type of periodic payment on the account, such as a check, the issue date of the property should be entered into the 'Starting Transaction Date' field and the 'Ending Transaction Date' should be populated with the account holder last activity date.

- *Relationship Codes:* When creating your electronic NAUPA report use one of the relationship codes listed below. Proper reporting of accounts is necessary to ensure claims are paid appropriately.

NAUPA Standard Relationship Code	Description	NAUPA Standard Relationship Code	Description
AD	Administrator	JE	Tenants in Entireties
AF	Attorney For	JS	Joint Tenants with Rights of Survivorship
AG	Agent For	JT	Joint Tenants
AN	Unspecified Joint Relationship (And)	OR	Unspecified Joint Relationship (Or)
BF	Beneficiary	OT	Other Relationship
CF	Custodian	PA	Payee
CN	Conservator	PD	Payable On Death
DF	Defendant	PO	Power of Attorney
ES	Estate	RE	Remitter
EX	Executor or Executrix	SO	Sole Owner
FB	For Benefit Of	TC	Tenants in Common
GR	Guardian	TE	As Trustee for
HE	Heir	UG	Uniform Gifts to Minor
IN	Insured	UN	Unknown

- *Owner Type Codes:* Each line item of property should be designated an owner type code. There are three owner codes that can be applied:

Owner Type Code	Description	Note
OT	All Other	Most property should utilize this code
UN	Unknown	Use this code if the address of the owner is unknown
AG	Aggregate	Holders are encouraged to file all owner detail rather than remitting property in the aggregate

For more information regarding the creation of electronic NAUPA reports visit:

<http://www.unclaimed.org/reporting/naupa-standard-electronic-file-format/>

Paper Reporting

Holders are permitted to file paper reports without electronic media only when the owner count being reported is 10 or less. The AP-2 form is **required** to be completed for all paper reports. Paper reports not accompanied by an AP-2 form will be returned. **The March 1, 2015 reporting deadline will be the last year paper reports will be accepted. Beginning with the November 10, 2015 reporting deadline, all reports must be in electronic format. If a paper report is received, it will be rejected.**

What to Report

Senate Bill No. 334 changed the dormancy period for unclaimed investment type properties from five (5) years to three (3) years effective July 1, 2008. Investment type property includes stocks, bonds, and securities including fractional shares, interest, dividends, cash, coupon interest, liquidation value of stocks and bonds, funds to redeem stocks and bonds, and distributions held by financial intermediaries. This dormancy period change affects all Security NAUPA codes SC01-SC99.

Any other non-securities debt or obligation which has gone unclaimed or undelivered that has remained undelivered for five (5) or more years after the date the owner should have received it or was entitled to claim it must be reported. Include all property that has gone unclaimed for five (5) or more years as of the preceding December 31, for all holders except Financial Institutions. Financial Institutions include all property that has gone unclaimed for five (5) years or more as of the preceding June 30.

Holders must report and deliver all securities related property where the owner for three (3) years has ceased, failed, or neglected to “exercise dominion or control over property or to assert a right of ownership or possession or to make presentment and demand for payment and satisfaction or to do any other act in relation to or concerning such property”.

In regards to foreign-addressed property, the State considers an executed Form W-8 BEN from the owner dated within three years of the end of any calendar year on file with the holder or its agent to be sufficient evidence of “exercise of dominion or control over property”.

In regards to Dividend Reinvestment Accounts (DRP) and account holders who elected automatic deposit of dividends (ACH) at some point in time, the State considers any of the following actions taken by the owner within three years of the end of any calendar year to be sufficient evidence of “exercise of dominion or control over property”:

- Increasing or decreasing the amount of the investment or deposit into the account
- Corresponding in writing either through regular mail or electronically via the internet or facsimile transmission
- Initiating telephone contact about the investment or account, appropriately documented by the holder or agent, whether or not the owner speaks with an actual representative of the holder (as through an automated telephone response system)
- Otherwise indicating an interest in the investment or account as evidenced by:

- A memorandum on file with holder or its agent
- Appropriately documented internet access of the owner's account, even if the owner makes no changes to the account
- The mailing of an IRS Form 1099 relating to the investment or account by the holder or its agent to the owner that is not returned to the holder or its agent by the **United States Postal Service**

Where an owner has more than one investment or account with a holder, the State considers "exercise of dominion or control" over one investment or account with that holder to constitute activity in all accounts of the owner with the respect to that holder.

Unclaimed property should be reported to the State of Delaware pursuant to the U.S. Supreme Court case *Texas v New Jersey*, 379 U.S. 674 (1965). On March 30, 1993 the United States Supreme Court ruled in the case of *Delaware v New_York*, 507 US 490 (1993) that the primary and backup rules set forth in *Texas v New Jersey* still stand and remain unchanged. Pursuant to *Texas v New Jersey* unclaimed property will be reported to the state of the owner's last known address. If the owner's address is unknown or is in a foreign country, the unclaimed property is reported to the state of incorporation of the Holder of the unclaimed property. For those owners with a last known address that is in a state which does not have an applicable statute for the type of property being reported, the unclaimed property is reported to the state of incorporation of the Holder.

Reminder: Pursuant to the primary rule as set forth in *Texas v New Jersey*, the Delaware State Escheator will not accept property where the last known address of the owner is located in any state of the United States, the District of Columbia, or any territory or possession of the United States.

NAUPA Property Type Codes with Applicable Dormancy Periods

Dormancy periods listed below are in years. For questions regarding property types and dormancy periods please contact (302) 577-8782. Your call will be forwarded to the appropriate staff member.

NAUPA Code	Property Type	Dormancy Period (YRS)		NAUPA Code	Property Type	Dormancy Period (YRS)
ACCOUNT BALANCES						
AC01	Checking Accounts	5		AC05	Money on deposit to secure fund	5
AC02	Savings Accounts	5		AC06	Security Deposit	5
AC03	Mature CD or Save Cert	5		AC07	Unidentified Deposit	5
AC04	Christmas Club Funds	5		AC08	Suspense Accounts	5
UNCASHED CHECKS						
CK01	Cashier's Checks	5		CK09	Foreign Exchange Checks	5
CK02	Certified Checks	5		CK10	Expense Checks	5
CK03	Registered Checks	5		CK11	Pension Checks	5
CK04	Treasurer's Checks	5		CK12	Credit Checks or Memos	5
CK05	Drafts	5		CK13	Vendor Checks	5
CK06	Warrants	5		CK14	Checks Written off to Income	5
CK07	Money Orders	5		CK15	Other Outstanding Official Checks	5
CK08	Traveler's Checks	15		CK16	CD Interest Checks	5
EDUCATIONAL SAVINGS ACCOUNTS (ESA)						
CS01	ESA - Cash	5		CS03	ESA - Securities	5
CS02	ESA - Mutual Funds	5				
COURT DEPOSITS						
CT01	Escrow Funds	5		CT04	Suspense Accounts	5
CT02	Condemnation Awards	5		CT05	Other Court Deposits	5
CT03	Missing Heir's Funds	5				
HEALTH SAVINGS ACCOUNT (HSA)						
HS01	Health Savings Account	5		HS02	Health Savings Account Investment	5

INSURANCE					
IN01	Individual Policy Benefits or Claim Payments	5		IN05	Premium Refunds 5
IN02	Group Policy Benefits or Claim Payments	5		IN06	Unidentified Remittances 5
IN03	Proceeds Due Beneficiaries	5		IN07	Other Amounts Due Under Policy Terms 5
IN04	Proceeds from Matured Policies, Endowments or Annuities	5		IN08	Agent Credit Balances 5
MINERAL PROCEEDS					
MI01	Net Revenue Interest	5		MI06	Bonuses 5
MI02	Royalties	5		MI07	Delay Rentals 5
MI03	Overriding Royalties	5		MI08	Shut-in Royalties 5
MI04	Production Payments	5		MI09	Minimum Royalties 5
MI05	Working Interest	5			
MISCELLANEOUS INTANGIBLE PROPERTY					
MS01	Wages, Payroll, Salary	5		MS10	Discounts Due 5
MS02	Commissions	5		MS11	Refunds Due 5
MS03	Workers Compensation Benefits	5		MS12	Unredeemed Gift Certificates 5
MS04	Payments For Goods & Services	5		MS13	Unclaimed Loan Collateral 5
MS05	Customer Overpayments	5		MS14	Pension & Profit Sharing 5
MS06	Unidentified Remittances	5		MS15	Dissolution or Liquidation 5
MS07	Unrefunded Overcharges	5		MS16	Miscellaneous Outstanding Checks 5
MS08	Accounts Payable	5		MS17	Miscellaneous Intangible Property 5
MS09	Credit Balance -- Accounts Receivable	5		MS18	Suspense Liabilities 5

SECURITIES						
SC01	Dividends	3		SC11	Other Cert of Ownership	3
SC02	Interest (Bond Coupons)	3		SC12	Underlying Shares or other Outstanding Certificates	3
SC03	Principal Payments	3		SC13	Funds for Liquidation / Redemption of Unsurrendered Stock or Bonds	3
SC04	Equity Payments	3		SC14	Debentures	3
SC05	Profits	3		SC15	U S Govt Securities	3
SC06	Funds Paid to Purchase Shares	3		SC16	Mutual Fund Shares	3
SC07	Funds for Stocks & Bonds	3		SC17	Warrant (Rights)	3
SC08	Shares of Stock (Returned by Post Office)	3		SC18	Mature Bond Principal	3
SC09	Cash for Fraction Shares	3		SC19	Dividend Reinvestment Plans	3
SC10	Unexchanged Stock of Successor Corp	3		SC20	Credit Balances	3
TANGIBLE PROPERTY						
SD01	SD Box Contents	5		SD03	Other Tangible Property	5
SD02	Other Safekeeping	5				
FIDUCIARIES						
TR01	Paying Agent Account	3		TR04	Escrow Accounts	3
TR02	Undelivered or Uncashed Dividends	3		TR05	Trust Vouchers	3
TR03	Funds held in Fiduciary Capacity	3				
IR01	Traditional IRA - Cash	3		IR05	Roth IRA - Cash	3
IR02	Traditional IRA - Mutual Funds	3		IR06	Roth IRA - Mutual Funds	3
IR03	Traditional IRA - Securities	3		IR07	Roth IRA - Securities	3

UTILITIES						
UT01	Utility Deposits	5		UT03	Refunds or Rebates	5
UT02	Membership Fees	5		UT04	Capital Credit Distributions	5

Due Diligence & Advertising Requirements

Effective March 31, 2012, pursuant to 15 DE Reg. 1330, all holders with securities related property considered dormant and valued over \$250.00 must conduct a due diligence mailing in order to attempt to reunite the owner with their property. The due diligence mailing must be sent via first class mail and should occur no more than 120 days and no less than 60 days before filing the report.

Although there is no provision regarding due diligence for other property types or securities accounts valued under \$250.00, holders are encouraged to make reasonable efforts to locate owners when an account becomes inactive or a check remains uncashed.

Financial institutions, courts, and life insurance companies are required by statute to publish the name and last known address of lost owners. Please refer to the following chart for publication information:

Type of Holder	Publication Date	County	Paper Type	Times Published	Inquiry Cut-off
Financial Institutions	By 9/1	New Castle	Daily	Twice	10/31
		Kent	Weekly	Once	10/31
		Sussex	Weekly	Once	10/31
Courts	By 2/1	New Castle	Daily	Once	3/31
		Kent	Weekly	Once	3/31
		Sussex	Weekly	Once	3/31
Life Insurance	By 9/1	New Castle	Daily	Twice	12/1
		Kent	Weekly	Once	12/1
		Sussex	Weekly	Once	12/1

The State suggests utilizing *The News Journal* for New Castle County publications and *The Delaware State News* for Kent and Sussex County publications. However, Holders may research and use any publication that meets the above criteria.

The expense incurred for the advertisement is deducted from the remittance due. Please attach an affidavit from the newspaper attesting to the placement and cost of the advertisement to your final report. In circumstances where the expense of the advertisement exceeds 50% of the reported value, a publication waiver may be requested by submitting a waiver request form which can be found at: <http://finance.delaware.gov/unprop/waiver.pdf>.

OTHER INFORMATION

Reciprocal Agreements

At present the State of Delaware has no reciprocal agreements with any other jurisdiction. All property with an address in any other state of the United States, the District of Columbia, or any territory or possession of the United States, must comply with that jurisdiction's unclaimed property laws and report directly to that jurisdiction.

Negative Reports

Negative reports are required for financial institutions only. Negative reports should be filed by completing the AP-1 form which must be signed and notarized. Although not required, negative reports from any Holder will be accepted.

Aggregate Amounts

Only remit aggregate amounts when account **and** owner details are truly unknown. Providing owner detail at the time of reporting and remittance reduces the likelihood that Delaware will need to contact you in the future regarding owners who may come forward to claim the property.

Preliminary Reports

Preliminary reports are no longer required.

Claims and Owner Inquiries

When directing owners to Delaware to claim property that you have confirmed previously escheated to the State, provide the claimant with as much information regarding their property as possible. (i.e. – date reported, property amount for owner, full registration supplied to the State).

Claimants should be directed to our website <http://revenue.delaware.gov/unclaimedproperty.shtml> where they can search for their property and submit a request form online along with all other required information.

Claimants can also reach our office by calling (302) 577-8782 or submitting an inquiry via email at escheat.claimquestions@state.de.us .

AP-1 FORM INSTRUCTIONS

COMPLETING THE VERIFICATION AND CHECKLIST REPORT OF UNCLAIMED OR ABANDONED PROPERTY (AP-1 FORM)

Verification for period ended

This is the cut-off date for reviewing your records. Enter the report year.

Type of Report

Please indicate if you are filing a final or supplemental report by checking the appropriate box. For supplemental reports, please indicate the date of your previously filed report.

Holder Information

- *Federal Employer Identification Number (EIN):* Enter the nine digit tax ID number assigned to you by the federal government. **This line must be completed.**
- *Holder's Name and Address:* Complete the name and address lines with your company name and mailing address. Do not forget to include the department names if they are an important part of your address. **The holder name and address lines must be completed and include the street address, city, state, and zip code.**
- *State of Incorporation:* Corporations should enter the state in which they were incorporated. Savings and loan associations, banks, and credit unions should enter the state in which they were chartered.
- *Date of Incorporation/Charter Date:* Corporations should enter the date on which they were incorporated. Savings and loan associations, banks, credit unions should enter the date their organization was chartered.
- *Primary NAICS Code:* Please enter your North American Industry Classification System code, as provided by the Internal Revenue Service. (Usually this information can be found on your Federal Corporate Income Tax return)
- *Contact person for Reporting:* List the name, address, e-mail, phone number, and fax number of the person who completed your report. This is the person the Delaware State Escheator will contact if there are questions or problems with your report. This is also the person to whom the State will mail future reporting information. **Name, email and phone number are required. Please do not submit a general use email box or 800#.**
- *Successor Corporations and Name Changes:* Please indicate if the present holder is a successor corporation. If you have answered yes, please attach a listing of previous corporate names and dates of acquisition. If your corporation has changed names in

the past year, please indicate the previous name, Federal ID, and date of name change.

Report Recapitulation

- *Owner Count:* Please indicate the total number of owners AND properties remitted on your checklist and electronic report or form AP-2. (Owner count is defined as the total number of property owners; Property count is defined as the total number of individual property items being remitted. Example: Property owned jointly would have two owners, but count as only one piece of property)
- *Cash Amount:* Total amount of cash from your checklist and electronic report or form AP-2.
- *Number of Shares:* Total number of shares from your checklist and electronic report or form AP-2.

If you are filing a final or supplemental report, please indicate the Item Count, Cash Amount and Number of shares filed with your previous report. Document all additions and/or deletions to these original figures in the space provided on the AP-1 form. The Grand Total Columns on the AP-1 form represent the net Items, Cash and Share figures being reported. When filing the final report, the names of owners listed on the preliminary report who have since been reimbursed should not be listed as “zero” dollar properties on the final AP2 report.

- *Advertising Expenses:* Bank and life insurance companies must indicate the total expenses for advertising being deducted from the cash amount indicated in the grand total. All other Holders should leave this line blank.
- *Remittance Amount and Shares:* Please indicate the total cash and share amount being remitted to the Delaware State Escheator with this report.

Delivery of Securities

Please confirm whether securities have been transferred to the State account in accordance with the guidelines as set forth in the Securities Registration and Remittance Section of this handbook (page 24). In addition, confirm whether account statements or “proof of transfer” documentation is included with this report. Your full liability is not satisfied until this information is received.

Verification

Verification if made by a partnership shall be executed by a partner. If made by an unincorporated association or private corporation, by an officer. If made by a public corporation, by its Chief Financial Officer or Escheatment Manager. All signatures must be notarized.

Form AP-1 Checklist

Please complete the checklist by indicating the total number of owners and cash/share amount for each property type you are reporting.

AP-2 FORM INSTRUCTIONS

COMPLETING THE REPORT OF UNCLAIMED OR ABANDONED PROPERTY DETAIL SHEET (AP-2 FORM)

Column Entries

Items of unclaimed property must be identified and grouped by the categories described on the Verification and Checklist form (AP-1), titled by category of property with corresponding and separate pages used for each type of property in alphabetical or numerical sequence by account number. Each page should be totaled and each property type should have its own separate total.

Type of Property

List category of property to be itemized on the AP-2 form. Please make copies of this page so that each page represents only one NAUPA category / property type.

Account Number / Property ID#

List the owner's account number or other identifying number of each item (i.e.: check number, certificate number, account number, etc.).

Note regarding aggregate property: For owner claims efficiency, it is recommended that aggregate property amounts be provided for unknown owners only. Account details, when known, should be provided for all owners regardless of the dollar value.

Social Security or Federal ID Number

Enter the owner's Social Security Number/ Federal ID number in this area.

Owner's Information

- List last name, full first name, and middle initial, if available. List all information which would help with identification, such as Jr., Sr. Do not include titles such as Mr., Mrs., Ms., etc.
- Corporate titles should be entered exactly as adopted, except the word “the” should be deleted when it is the first word of the title.
- List the complete address, including zip code. If the address is unknown, insert “Address Unknown” in first line of address information.

- If a single item has two or more owners, the names and addresses of both must be shown, along with the relationship (e.g. “Trustee”, “Or”, “And”, etc.)

If the owners have the same address, the address may be entered once beneath the names.

Date of Last Contact

This is the date of the last deposit or withdrawal made by the owner. The date of last contact can also be, for example, the date the dividend became payable, the date a note became payable, the date a check or draft was issued, the date a gift certificate was purchased, etc. If payable on demand, the date the instrument was issued should be used. The date of computer conversion shall not be used as the date of last contact.

Amount Due Owner

The total value due owner is the amount of cash due the owner of the item, including all interest earned on deposits and without the deduction of any service charges, withholding, escheats fees and/or charges.

Shares Due Owner

The number of shares due the owner should be listed.

Total This Page

Total each column and enter the sum for each column.

Total This Property Type

This is the total for all owners under a given NAUPA code/property type. The number of owners owed cash property and the corresponding cash amount due should be entered on the applicable line on the AP-1 checklist. The number of owners owed shares and the number of shares due should also be entered on the applicable line on the AP-1 Checklist.

Note: The value of shares due owner should not be entered on the AP-1 Checklist.

PAYMENT INSTRUCTIONS

CHECKS, WIRE TRANSFERS, ACH

Cash Reporting Only (Checks, Wire Transfers & ACH Payments)

Please make checks payable to Delaware State Escheator. Delaware's Federal Employer Identification is 51-6000279.

- *For Checks:* Please issue a check payable to: Delaware State Escheator.

Include your check with your signed & notarized AP-1 and NAUPA reporting file and mail to:

Delaware Department of Finance
Office of Unclaimed Property
8th Floor
820 North French St
Wilmington, DE 19801

- *For ACH or Wire Transfers:* Please contact the State of Delaware at (302) 577-8782 to receive payment instructions.

Advance notification of ACH and wire payments is required. **Please include an FEIN# and Company Name in the notification.**

If submitting a wire, please mail the signed and notarized AP-1 and NAUPA reporting file to:

Delaware Department of Finance
Office of Unclaimed Property
8th Floor
820 North French St
Wilmington, DE 19801

Remember to sufficiently encrypt all electronic reports. As an alternative to mailing electronic reports they may be submitted via email to:

escheat.holderquestions@state.de.us

See page 7 for more information regarding encryption of electronic reports.

Securities Registration and Remittance

All DTC eligible shares must be deposited through DTC or DWAC (if not a DTC participant). Fractional shares should be sold prior to escheatment and reported as cash in lieu on an account holder by account holder basis. The DTC Transfer and Physical delivery instructions are listed below.

IMPORTANT: Documentation demonstrating that reported securities have been transferred into the ownership of the state is required to satisfy an escheat liability.

- *For DTC (Electronic) Transfer:*

DTC # 954
Agent Bank # 26017
Reference: Dover & Co
Acct # AUZF0192702

Two days prior to actual delivery a list of the securities including CUSIP numbers, the number of shares, issue names, and the delivering party's DTC participant number should be faxed to:

1. ACS Unclaimed Property Clearinghouse at (617) 722-9660, Attn: Custody Department

AND

2. Delaware State Escheator at (302) 577-7179, Attn: Custody Department or E-mailed to escheat.holderquestions@state.de.us

All dividend reinvestment elections should terminate after registration. All income dividends and capital gains should be paid in CASH. DO NOT ELECT A REINVESTMENT OPTION.

- *Federal Reserve Book Eligible Securities Delivery Instructions:*

Federal Reserve Bank of New York
ABA#0210-0001-8 BK of NYC/TRUST
FBO - State of Delaware; Account # AUZF0192702

- ***Delivery of Foreign Securities: When attempting to deliver foreign securities, please contact ACS Unclaimed Property Clearinghouse at (617) 722-9655 to obtain delivery instructions and account information.***
- *For Dividend Reinvestment Plans (DRP) and Closed End Mutual Fund Accounts:*

DTC # 954
Agent Bank # 26017
Reference: Dover & Co.
Acct # AUZF0192702

Close DRP accounts and forward whole shares via DTC. **Fractional shares should be sold and proceeds applied to each individual property when filing.** Do not total fractions for all owners and liquidate. Please include the proceed remittance check with your final filing and payment.

- *For Physical Stock Certificates – Securities not eligible for DTC:* To remit physical stock certificates, the stock must be reregistered in the following name:

Dover & Co.
EIN: 43-2016158
820 North French Street
Wilmington, DE 19801

Please include all physical stock certificates with your Form AP-1.

- *For Open End Mutual Fund Accounts:* For Open End Mutual fund accounts contact ACS Unclaimed Property Clearinghouse at (617) 722-9656 to obtain account numbers 72 hours prior to attempting delivery OR contact upch.custody@acs-inc.com and provide a list including CUSIP number, name of the fund, and share amount. ACS will provide account numbers and registration information for all mutual funds that will be transferred to the state's account. Do not register mutual funds to state name or nominee name until proper instructions have been received.

Please ensure that interested party statements are sent to:

Delaware Department of Finance
Office of Unclaimed Property
8th Floor
820 North French St
Wilmington, DE, 19801

Two days prior to actual delivery a list of the mutual funds including CUSIP numbers, the number of shares and issue names should be faxed to:

1. ACS Unclaimed Property Clearinghouse at (617) 722-9660, Attn: Custody Department

AND

2. Delaware State Escheator at (302) 577-7179 Attn: Custody Department

All dividend reinvestment elections should terminate after registration. All income dividends and capital gains should be paid in CASH. DO NOT ELECT A REINVESTMENT OPTION.

- *Worthless and Non-Transferable Securities:* Beginning with the March 1, 2015 reporting deadline, Delaware will no longer accept **worthless** securities. Do not **report** or **remit** worthless securities. At such time that securities gain value, they should be reported and remitted during the next reporting cycle.

If shares or mutual funds are non-transferable but **can be liquidated**, the position should be liquidated and the liquidation proceeds should be listed on the electronic report and remitted rather than the shares.

If securities are non-transferable but have value, they should be moved to an account on the books of the broker/agent registered to: Delaware Office of Unclaimed Property; EIN 43-2016158. The same account should be used year after year; do not open multiple accounts in the State's name.

Statements containing non-transferable securities that are included on the electronic report should be included with the AP-1 form for verification purposes. **Until a statement is received to validate non-transferable positions, the report cannot be reconciled which may result in the delay of claims payments to all owners listed on the report.**

FREQUENTLY ASKED QUESTIONS

When is the filing deadline?

Corporations and Financial Intermediaries are required to file by March 1 for the period ending December 31 of the prior year.

Financial Institutions are required to file by November 10 for the period ending June 30 of the same year.

Life Insurance Companies are required to file by December 20 for the period ending December 31 of the prior year.

Courts are required to file by April 10 for the period ending December 31 of the prior year.

If the reporting deadline falls on a weekend or holiday, when is the report due?

The report would be due the following business day. For example, the March 1, 2015 reporting deadline falls on a Sunday. Reports will be due on Monday, March 2, 2015.

In order for a report to be considered “on-time”, does it need to be in the DE office by the due date or post-marked by the due date?

Delaware considers all packages post-marked by the due date to be on-time.

How do I create an electronic report?

There are two resources where holders can download free software in order to create the electronic NAUPA report:

www.unclaimed.org/reporting
www.wagers.net

More information regarding the standards required for creating electronic reports can be found on paged 7-9.

Is an AP-2 form required to be completed if I file an electronic report?

No.

What dates should be used in the Starting and Ending Transaction Date fields on the Electronic Report?

‘Starting Transaction Date’ is a REQUIRED field and should be populated with the account holder last activity date. If the property being reported is a type of periodic payment on the account, such as dividends or royalties, the issue date of the property should be entered into the ‘Starting Transaction Date’ field and the ‘Ending Transaction Date’ should be populated with the account holder last activity date.

Can I email my electronic NAUPA file?

Yes. Encrypted electronic reports may be emailed to: escheat.holderquestions@state.de.us
Please remember to send the password in a separate email.

What is the dormancy period for securities-related property?

3 years.

Can I liquidate shares that cannot be sent to DTC?

Yes, shares that have value but cannot be transferred may be liquidated. Proceeds should be listed on the electronic report NOT the share amount.

Can I deduct service fees from property reported and remitted?

No. Property amounts need to be escheated as the full amount. Financial institutions, courts and life insurance companies who are required by statute to publish the name and last known address of owners prior to escheatment may deduct advertising costs from the remittance due.

Do I need to file a negative report if I have nothing to report?

Only Financial Institutions, including any bank, bank and trust company, trust company, savings bank, private bank, credit union, building and loan, and savings and loan association, are required to file a negative report. While not required, negative reports from other holders will be accepted.

I realized my report is incorrect after I filed. How can I correct it and obtain a refund?

Any property that is escheated in error can be obtained by contacting the Claims Department and filing a Holder claim. Claim questions or inquiries can be emailed to: escheat.claimquestions@state.de.us or call (302) 577-8782.

I found additional property that is due. Can I submit a second report in the same filing period?

Yes. Additional property can be submitted via a supplemental report. Please complete the AP-1 form indicating that the second file is a supplement to a report filed previously.

I erroneously reported property to another jurisdiction that should have been reported to Delaware. What should I do?

The holder has the obligation to contact the other jurisdiction to retrieve the property and then report it to Delaware.